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Approved For Release 2005/11/21 : CIA-RDP70-00211R000300250011-8

FILED: Reports (weekly)
RETURN TO
RECORDS MANAGEMENT DIVISION

Chief, Management Staff

19 August 1954

Chief, Records Management Division

Weekly Report - Week Ending 18 August 1954

1. The first large transfer of microfilm records to the Records Center is taking place this week in the form of 125 cubic feet of film from the Graphics Register Division, OCD.

25X1

3. We are continuing our efforts with the Security Office and the Logistics Office to work out the difficulties experienced in connection with the new safe-type cabinets which do not come up to the required specifications from the file utilization viewpoint.

25X1

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Report for Week Ending 18 August 1954 from
RECORDS DISPOSITION BRANCH

Project 4-77 - Office of Scientific Intelligence

The records control schedule has been approved by 13 of the 14 organizational elements. Project is 99% complete.

Project 4-78 - Office of General Counsel

No change from previous report. Project 99% complete.

Project 4-79 - Foreign Broadcast Information Division

Disposal schedule has been approved. Discussions with the Area Records Officer for the implementation of the schedule will take place this week. Project is 99% complete.

Project 4-97 - Records Disposition Handbook

Handbook is being edited in conjunction with the Regulations Control Staff. Project is 30% complete.

Project 4-113 - Foreign Documents Division

Disposition plans prepared in connection with this project have been reviewed by the National Archives and have attained legal status through approval by the joint committee on the Disposition of Executive papers as published in House Report No. 2496. These approved plans were discussed with the Area Records Officer and we have been assured that all actions will be effected as specified. Except for an occasional follow up, this project is complete.

Project 4-116 - Security Office

No change from previous report. Project is 85% complete.

Project 4-122 - Office of Chief of Operations and Sovmat Staff

No change from previous report. Project is 90% complete.

Project 5-2 - Office of National Estimates

Records Control Schedule for the records of this office has been submitted for comments and formal approval.

General Information

In response to a request from the National Archives, four cubic feet of NIS Preliminary Gazeteers have been transferred to that Agency.

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Report for Week Ending 18 August 1954 from
FORMS MANAGEMENT BRANCH

Project 4-85 - FI Information Reports

No change from previous report. Project approximately 46% complete.

Project 4-86 - Forms Index

No change from previous report. Project approximately 74% complete.

Project 4-95 - Forms Management Handbook

No change from previous report. Project approximately 3% complete.

Project 4-103 - Preparation of Final-Type Forms Copy by
Forms Management Branch

No change from previous report. Project approximately 10% complete.

Forms Management Slides

Three new slides stressing conservation in utilization of forms have been completed and will be added to basic slide sets.

OO Information Reports

Proofs are expected this week.

Clearance of Civilian Contractors

25X1

Fire Emergency Plan

Second draft completed and undergoing study. Building construction changes now taking place may require revision.

Individual and Group Information Report Evaluations

Forms have been revised as result of discussions with [redacted] New final-type copy has been prepared copies produced and the revised versions are now being coordinated.

25X1

Dispatch Form and Procedures

25X1 [redacted] met with DD/P representatives this week to discuss format and copy requirements. The original format which was acceptable to Commo is being modified to meet DD/P requirements and at the same time provide simultaneously an extract which may be cut from the dispatch and affixed directly to a 3x5 card. [redacted] furnished copy requirements for both incoming and outgoing dispatches.

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25X1 [redacted] is surveying DD/I and DD/A Offices to obtain similar information.

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It has been agreed that the Task Force will survey Army, Post Office, Navy, Air Force, VA, Treasury, Agriculture, Health, Education and Welfare, Justice, TVA, GSA, Interior, Commerce and State inasmuch as these 14 agencies employ 96% of all civilian personnel and are the largest government creators of paper work. The study will be made to determine which agencies have programs, their scope and effectiveness. Also an attempt will be made to develop government-wide the number of forms used, volume of forms produced, cost of production and cost of utilization.

The third meeting of the Forms Management Project Group was held 16 August 1954 to develop detailed survey procedures. Project members are: Mrs. G. P. McDaniel, VA, Clement C. Jack, Records Management Division, National Archives and Records Service, GSA, Robert S. Malone, Navy, [REDACTED] 25X1

Summary of Individual Forms Activities

	<u>No. of Requisitions</u>	<u>Copies</u>
New	3	103,500
Revisions	10	153,500
Overprints	1	5,000
Other Forms	5	39,000
Re-designated 10	<u>19</u>	<u>301,000</u>

25X1 [REDACTED]

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Report for Week Ending 18 August 1954

from RECORDS CENTER BRANCH

Accessioning

OCD/GR has been furnished 125 boxes with the bottoms stapled. They will use these boxes to retire 125 cubic feet of safety film to the Center.

During this week the following accessions were made:

O C D	28 cubic feet
Logistics	28 " "
Comptroller	2 " "
O O	2 " "
Total	<u>60 cubic feet</u>

Total accessions to date - 237

General

Technical advice and assistance has been requested from the Logistics Office, Telephone Section, with regard to telephone service between Headquarters and [redacted]

25X1

25X1 Discussions are being held with [redacted] and [redacted] with regard to the advisability of procuring a bridge plate for use at [redacted] or of having a manually operated Levelator installed. Also under consideration is the construction of a raised ramp that will bring the floor of a panel truck level with the loading platform. 25X1

25X1 [redacted] has had a crib constructed on a pallet for use in transporting the boxes of records in the move. The first crib constructed was too small and he is having another constructed that will be larger.

25X1 The work of numbering all the boxes in the Center has begun. By numbering each box the moving and reshelving of the records in [redacted] will be easier to control.

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Report for Week Ending 18 August 1954 from
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

Project 4-91 - Review of Records Management Program, Logistics Office

a. Reports Management - No change in program status. Project is 20% complete.

b. Correspondence Management - Project suspended pending return of analyst from annual leave. Project is 75% complete.

Project 4-94 - Office of the Comptroller Reports Management Program

No change in program status. Project is 23% complete.

Project 4-98 - Correspondence Handbook

Secretaries to the Director and his four Deputies completed their review of (what was thought to be) the final typed copy. Approximately 30 changes were suggested, two of which conflict with Headquarters-wide preferences. The remaining suggestions will not have to be coordinated; however their inclusion in the Handbook will delay its release since considerable retyping will be necessary. Also, at least four exhibits will have to be revised.

It is unfortunate that the DCI's secretary did not request such an extensive review when the coordination copy was made available to her. Much revising and retyping could have been avoided. We will still try to meet our target date of 15 September for releasing the Handbook to Regulations Control Staff.

General Information

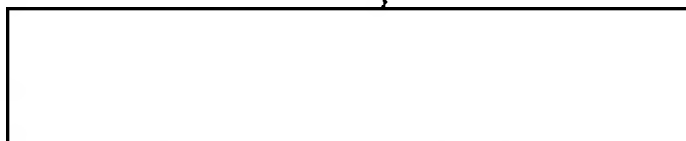
a. Headquarters-Wide Use of Letterex - Follow-up revealed that Letterex is now used effectively by the Personnel Office Typing Pool. Instructions in its use are also being furnished in the refresher and EOD courses given by the Clerical Training Branch, OTR. Request was made of the Supply Division to stock blue and pink Letterex in Building Supply Rooms. The availability of Letterex in these colors will make possible its use throughout a correspondence assembly.

25X1 b. Proposed Carbon Interleaved Dispatch Set - [redacted] met with 25X1
[redacted] to discuss format and copy requirements of the
25X1 proposed dispatch set. [redacted] an estimate of the copy requirements of DD/P divisions; Area Records Officers have furnished us this information for overt components.

c. Pamphlet "An Introduction to Correspondence Management" - Final typed copy, including cuts, is 50% complete.

d. Program Promotion - Drafted for [redacted] review a proposed memo for 25X1 promoting reports management in the major components.

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Report for Week Ending 18 August 1954 from
RECORDS SYSTEMS BRANCH

Project 4-79 - Records Management Survey, FBID

No change from previous report. Project approximately 94% complete.

A preliminary draft of the report covering the phases of the survey already completed has been prepared.

Project 4-80 - Agency-wide Microphotography Survey

Project is continuing and is approximately 10% complete.

Completed survey questionnaires are still "trickling" in.

Project 4-81 - Security Desk Trays

Project is continuing and is approximately 86% complete.

Samples of the pilot model boxes for comment have been distributed to two offices. The remaining samples will be distributed to the other offices this week.

Project 4-82 - Filing System - Handbook for the Subject
Classification and Filing of Correspondence Records -

No change from previous report. Project approximately 97% complete.

Project 4-83 - Vital Materials Deposit Schedule for All Offices

No change from previous report. Project approximately 60% complete.

Project 4-84 - Vital Materials Microfilm Project

Microfilming of the OGD/BR dossiers continues. This project is approximately 53% complete. Microfilming of the individual leave balance records for all agency employees, was accomplished on Monday, 16 August.

Project 4-96 - Vital Materials Handbook

No change from previous report. Project is approximately 11% complete.

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General Information

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be a good indication that this office is being recognized as a source of "expert" information on microfilm operations.

A review of microfilmed reels of the OCD Library project disclosed the following:

Insufficient information on the film carton, the depositing office was not identified, the specific file series was omitted, and the film was not adequately targeted.

These weaknesses were discussed with [redacted] 25X1 for OCD, who has agreed to take corrective action.

25X1 A further check was made with [redacted] 25X1 [redacted] to determine the status of the Vital Materials Program for this office. [redacted] stated that 25X1 she has submitted a study to [redacted] the Executive Officer, 25X1 which contained a procedure and a listing of all vital materials for Communications. [redacted] 25X1 has not completed his review or this study to this date.

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